UNITED
NATIONS

ST

Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: TELEPHONE AND FACSIMILE COMMUNICATIONS SERVICES TO UNITED NATIONS OFFICES, SPECIALIZED AGENCIES AND PEACE-KEEPING MISSIONS

1. Because of the installation of a new telephone exchange at the United Nations Office at Geneva, the following changes should be made in the dialling procedures outlined in information circular ST/IC/1992/66 for telephone and facsimile services to the United Nations Office and other offices at Geneva.

2. To dial an extension at the United Nations Office at Geneva (para. 2, line 4):

(a) Dial access code 26, wait for the remote dial tone then dial 7 + extension;

(b) For operator assistance at the Palais des Nations, dial 11 after obtaining the remote dial tone.

3. Telephone calls to certain offices at Geneva outside the Palais des Nations (para. 3) can be placed as follows:

(a) Dial 26 and wait for the dial tone from the United Nations Office at Geneva telephone exchange;

(b) Dial the appropriate two-digit code from the list below for the desired office and wait for the dial tone:

International Trade Centre (ITC)	61
World Health Organization (WHO)	62
International Labour Organisation (ILO)	63

92-79543 3811d (E) 151292 *161292*

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United Nations Development Programme (UNDP)	64
Office of the United Nations High Commissioner for Refugees (UNHCR) and General Agreement on Tariffs and Trade (GATT)	65

(c) Dial the extension number.

4. Telephone calls to other offices at Geneva outside the Palais des Nations (para. 4) can be made as follows:

(a) Dial 26 and wait for the dial tone from the United Nations Office at Geneva telephone exchange;

(b) Dial "0" and the seven-digit Geneva telephone number.

5. To send facsimile calls to the United Nations Office at Geneva (para. 11, line 6):

Dial access code 66, wait for the remote dial tone then dial 7 + facsimile extension.

6. To send facsimile calls to other offices at Geneva (para. 12):

(a) Dial 66 and wait for the dial tone from the United Nations Office at Geneva telephone exchange;

(b) Dial the appropriate two-digit code from the list below for the desired office and wait for the dial tone:

ITC	61
WHO	62
ILO	63
UNDP	64
UNHCR and GATT	65

(c) Dial the facsimile extension.

7. Facsimile calls to other offices at Geneva outside the Palais des Nations (para. 13) can be made as follows:

(a) Dial 66 and wait for the dial tone from the United Nations Office at Geneva telephone exchange;

(b) Dial "0" and the seven-digit Geneva facsimile number.